

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**  
*“Honoring California’s Veterans”*



<b>Classification:</b>	<b>Skilled Nursing Facility Administrator</b> Total compensation package is available with generous benefits Permanent, Full Time
<b>Location:</b>	<b>Department of Veterans Affairs</b> <b>Veterans Home of California</b> <b>100 E Veterans Parkway</b> <b>Barstow, CA 92311</b>
<b>About the Position:</b>	The Barstow Veterans Home is seeking to recruit a skillful and creative leader with a background in skilled nursing administration.
<b>Duties and Responsibilities:</b>	Under general direction, this position reports to the Hospital Administrator of the Veterans Home and, when appropriate, to the Governing Body; in collaboration with clinical managers, administers and manages the skilled nursing and intermediate care facilities. The individual is responsible for maintaining licensure as a skilled nursing administrator according to CA & Safety Code Chapter 2.35. Major functions include, but are not limited to:
<b>Health</b>	<ul style="list-style-type: none"> <li>• Working in collaboration with the clinical managers, developing the strategic plan, budget, operation plan, policies and procedures for the SNF and ICF. Providing functional supervision and ensuring through delegated authority that the SNF and ICF continuously meets all regulatory requirements and are prepared for certification and licensure surveys.</li> <li>• Participating in the decision-making structure of the facility representing the SNF and ICF with the administrative team. Directing the preparation and monitoring of the annual budget process to ensure sufficient resources, both fiscal and personnel needs of the SNF and ICF.</li> <li>• Utilizing the civil service process, ensuring that qualified staff are selected and trained to carry out the mission and operative plan of the SNF and ICF. Serving on quality care committees and assisting in evaluating quality improvement efforts, activities and projects. Supporting the use of technology and information systems to improve the efficiency of the SNF and ICF.</li> <li>• This position requires an individual who has exhibited an ability to deliver a very high level of care and excellent service to ensure the best level of care for the residents.</li> </ul>

**How to Apply:**

**All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. Submit these documents to:**

**Department of Veterans Affairs  
Human Resources Office  
1227 "O" Street, Room 402  
Sacramento, CA 95814  
Attn: Danette Baker, Chief**

**Voice: (916) 651-7799**

**TDD: (916) 653-1966**

**IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [HTTP://GOVERNOR.CA.GOV](http://GOVERNOR.CA.GOV) DIRECTLY TO THE GOVERNOR'S OFFICE.**

**Questions regarding the application process may be directed to [Danette.Baker@cdva.ca.gov](mailto:Danette.Baker@cdva.ca.gov) or (916) 651-7799.**

**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 08/02/07